

# ***POLICE OFFICER***

**Applications are being accepted until Friday, July 2, 2004, for the position of Police Officer with the City of Covington, Kentucky. Minimum requirements for employment include the following: Minimum age 21; must have attained a minimum of 30 college credit hours or 24 months of continuous active duty in regular military service with an honorable discharge or 5 years continuous employment as a municipal, county or state police officer; must have a valid driver's license; must be able to read, write and understand the English language; further requirements included in job information packet. Lateral entry to grade 2 or 3 police officer permitted for qualified candidates.**

**Application packets may be obtained from the Human Resources Office, 638 Madison Avenue, Room 430, Covington, Kentucky, between the hours of 8:30 a.m. and 4:30 p.m., Monday-Friday or on our website: [www.covingtonky.com](http://www.covingtonky.com).**

**Completed applications MUST BE RECEIVED in the HUMAN RESOURCES OFFICE no later than 4:30 p.m., Friday, July 2, 2004, in order to gain entry to the test site. Applications received in the Personnel Office after 4:30 p.m., July 2, 2004, will not be accepted.**

**Test Date/Site:            Saturday, July 10, 2004, 10:00 a.m.  
                                 The Point Pavilion  
                                 620 Scott Boulevard  
                                 Covington, Kentucky 41011**

**Individuals needing ADA or other accommodation at the test site must self-identify to the Personnel Office by 4:30 p.m., Friday, July 2, 2004. The City of Covington fully and actively supports equal opportunity employment for qualified applicants regardless of race, religion, color, sex, age, national origin or disability.**

**PLEASE RETAIN THIS SHEET FOR TESTING INFORMATION. YOU WILL NOT  
RECEIVE ANY ADDITIONAL NOTIFICATION.**



# ***POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT CITY OF COVINGTON, KENTUCKY***

**PLEASE PRINT CLEARLY** when filling out this application and answer all questions as completely and accurately as possible.

**P L E A S E   P R I N T**

***DO NOT REMOVE ANY PAGES FROM THIS APPLICATION!!***

**NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**[DEADLINE FOR APPLICATION: MUST BE RECEIVED IN THE PERSONNEL OFFICE BY 4:30 P.M., FRIDAY, July 2, 2004, IN ORDER TO GAIN ENTRY AT THE TEST SITE. FAXED/E-MAIL COPIES ARE NOT ACCEPTED.]**

**The City of Covington, Kentucky, fully and actively supports equal opportunity employment for qualified candidates regardless of race, religion, color, sex, age, national origin, or disability.**

# COVINGTON POLICE OFFICER JOB ESSENTIALS

REVISED 10/02



## **INCLUDING, BUT NOT LIMITED TO:**

- ☐ **DRIVE AN AUTOMOBILE.**
- ☐ **PASS WEAPONS QUALIFICATIONS ANNUALLY, INCLUDING ACCURATE USE OF FIRE ARMS (SIDEARMS, SHOTGUNS), AND DISASSEMBLE, CLEAN AND REASSEMBLE WEAPONS.**
- ☐ **USE AND MAINTAIN OTHER ASSIGNED EQUIPMENT, INCLUDING PR-24 BATON, CONSISTENT WITH TRAINING PROVIDED BY THE CITY.**
- ☐ **MUST BE KENTUCKY LAW ENFORCEMENT COUNCIL CERTIFIED DURING PROBATIONARY PERIOD.**
- ☐ **ENFORCE LAWS, AND ORDINANCES; ISSUE CITATIONS.**
- ☐ **ORALLY INTERVIEW AND REASSURE COMPLAINANTS, VICTIMS, WITNESSES AND SUSPECTS INVOLVED IN CRIMES OR ACCIDENTS IN A RESPECTFUL MANNER.**
- ☐ **SERVE WARRANTS AND MAKE FORCIBLE ARRESTS.**
- ☐ **TESTIFY IN COURT.**
- ☐ **KEEP LEGIBLE RECORDS AND MAKE LEGIBLE REPORTS.**
- ☐ **CONTROL TRAFFIC AND SPECTATORS AT THE SCENE OF AN EMERGENCY OR CRIME OR LARGE GATHERINGS.**
- ☐ **RESPOND TO AND INVESTIGATE VEHICULAR ACCIDENTS.**
- ☐ **ASSIST IN RESCUE OPERATIONS AND IN RENDERING MEDICAL ASSISTANCE AT SCENE OF VEHICULAR ACCIDENTS AND OTHER EMERGENCIES, INCLUDING ADMINISTERING FIRST-AID.**
- ☐ **PURSUE SUSPECTS WHILE RUNNING AND SCALING OBSTACLES.**
- ☐ **PERFORM VEHICLE, MOTORCYCLE, BICYCLE AND/OR FOOT PATROL.**
- ☐ **ATTAINMENT OF 30 CREDIT HOURS AT AN ACCREDITED COLLEGE OR UNIVERSITY WITH AN AVERAGE GRADE OF "C" OR ABOVE OR 24 MONTHS OF CONTINUOUS ACTIVE DUTY IN REGULAR MILITARY SERVICE WITH AN HONORABLE DISCHARGE OR 5 YEARS CONTINUOUS EMPLOYMENT AS A MUNICIPAL, COUNTY OR STATE POLICE OFFICER.**
- ☐ **ABLE TO READ, WRITE AND UNDERSTAND THE ENGLISH LANGUAGE.**
- ☐ **HAVE THE SKILL AND ABILITY TO EVALUATE POTENTIALLY VOLATILE SITUATIONS AND TO DEAL EFFECTIVELY WITH PEOPLE.**
- ☐ **FOLLOW ORDERS AND DIRECTIVES.**
- ☐ **MAINTAIN FAMILIARITY WITH FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES AND POLICE DEPARTMENT RULES, REGULATIONS, ORDERS, POLICIES, AND PROCEDURES.**
- ☐ **MAINTAIN KNOWLEDGE OF GEOGRAPHIC AREAS OF THE CITY AND SURROUNDING AREAS.**

**CITY OF COVINGTON, KENTUCKY**  
**PERSONNEL OFFICE, 638 MADISON AVENUE, ROOM 430, COVINGTON, KENTUCKY 41011**  
**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

[PLEASE PRINT]

Date \_\_\_\_\_  
Name \_\_\_\_\_ Telephone number \_\_\_\_\_  
Social Security Number \_\_\_\_\_ **[This is used for identification purposes only]**  
Please list below your current address and your two other most recent addresses:

Current	street	city	state	zip	Since (Mo. / Yr.)
---------	--------	------	-------	-----	-------------------

	street	city	state	zip	Since (Mo. / Yr.)
--	--------	------	-------	-----	-------------------

	street	city	state	zip	Since (Mo. / Yr.)
--	--------	------	-------	-----	-------------------

Are you at least 18 years old? ☐ yes ☐ no

Are you authorized to work in the U.S.? ☐ yes ☐ no

Have you ever been convicted of a felony, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime except minor traffic violations? ☐ yes ☐ no

**[Answering Yes does not necessarily constitute an automatic rejection]**

If yes, please describe \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position _____	Date You Can Start _____	Salary Desired _____
----------------	--------------------------	----------------------

Who referred you to us? Agency ☐ Employee ☐ Ad ☐ Internet ☐ Other \_\_\_\_\_  
Please specify source, i.e. Monster.com, Enquirer, Job Bank, etc. \_\_\_\_\_

Have you worked here before? ☐ yes ☐ no Where? \_\_\_\_\_ When? \_\_\_\_\_

Do you have any relatives employed by the City of Covington? ☐ yes ☐ no If yes, name, relationship and department/location. \_\_\_\_\_

Please review the attached job description. Can you perform the essential functions of the job with or without reasonable accommodation? ☐ yes ☐ no **[Do Not Detach This Job Description]**

Do you meet the minimum age requirements for the position you are applying if stated in the job description? ☐ yes ☐ no **[Do Not Detach This Job Description]**

What hours are you available to work? 1<sup>st</sup> Shift \_\_\_\_\_ 2<sup>nd</sup> Shift \_\_\_\_\_ 3<sup>rd</sup> Shift \_\_\_\_\_ Other/specify \_\_\_\_\_

What experience do you have in the position you are seeking? \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION IN EMPLOYMENT BASED ON RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY OR OTHER PROTECTED CLASSIFICATION.**

**PAGE 4/11**

**MILITARY EXPERIENCE**

Are you a Veteran? \_\_\_ yes \_\_\_ no

Branch of Service: \_\_\_\_\_ Dates: \_\_\_\_\_  
Rank and Type of Service: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Dates: \_\_\_\_\_  
Rank and Type of Service: \_\_\_\_\_

Training/Experience Received:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School	_____	_____	_____	_____
	Name	Location	Areas of Study	Diploma
Undergraduate	_____	_____	_____	_____
College	Name	Location	Major	Degree
Graduate	_____	_____	_____	_____
College	Name	Location	Major	Degree
Trade, Business or	_____	_____	_____	_____
Other School	Name	Location	Areas of Study	Degree/Certificate/Diploma

**WORK HISTORY**

May we contact your present employer? \_\_\_ yes \_\_\_ no

**PRESENT EMPLOYER**

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**LIST NEXT MOST RECENT EMPLOYERS**

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION IN EMPLOYMENT BASED ON RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY OR OTHER PROTECTED CLASSIFICATION.**

**WORK HISTORY –continued**

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name & Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ // Salary \_\_\_\_\_ // Position \_\_\_\_\_  
Duties \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**JOB-RELATED SKILLS**

Do you have a valid driver's license? \_\_\_ yes \_\_\_ no If **YES**, driver license number & state: \_\_\_\_\_

Do you have a CDL License? \_\_\_ yes \_\_\_ no If yes, what Class? \_\_\_\_\_

Please list any special skills you may have that relate to the position applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for, including date granted, name of organization, and any other relevant information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List 3 persons not related to you who have known you for at least 1 year.

1) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

2) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

3) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Profession \_\_\_\_\_ Years Acquainted \_\_\_\_\_ Telephone No. \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION IN EMPLOYMENT BASED ON RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY OR OTHER PROTECTED CLASSIFICATION**

### APPLICANT'S CERTIFICATION

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then date and sign this application form at the bottom.

\_\_\_\_\_ I authorize the investigation of all statements contained in this application and its accompanying resume, and release from all liability any persons or employers supplying such information, and I also release the City of Covington from all liability which might result from making the investigation.

\_\_\_\_\_ I certify that the facts and information set forth in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application and resume may result in denial of employment or immediate termination of employment, regardless of when or how discovered.

\_\_\_\_\_ I agree, that if I am offered and accept a position, to conform to all existing and future policies of the City and I understand that the City reserves the right to change wages, hours and working conditions as deemed necessary. I also understand that if hired, either party can end the employment relationship at any time and for any or no reason.

\_\_\_\_\_ I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

I have read and reviewed the information provided in this application/resume and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**PLEASE ATTACH YOUR RESUME. THANK YOU.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Print Name]

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PROHIBITING DISCRIMINATION IN EMPLOYMENT BASED ON RACE, AGE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY OR OTHER PROTECTED CLASSIFICATION.**



**EMPLOYMENT APPLICATION SUPPLEMENT  
POLICE DEPARTMENT – CITY OF COVINGTON, KENTUCKY**

HAVE YOU EVER BEEN EMPLOYED BY ANY CITY, COUNTY, STATE OR FEDERAL SAFETY DEPARTMENT/AGENCY (POLICE, FIRE, ETC.)? \_\_\_\_YES \_\_\_\_NO

If yes, give details (location, dates, and positions):

---

---

---

HAVE YOU GONE BY ANY OTHER NAME OR ALIAS? \_\_\_\_YES \_\_\_\_NO

If yes, please specify Name(s), Alias(es), and time periods thereof:

---

---

---

**SHOULD MY NAME BE PLACED UPON AN ELIGIBILITY LIST FOR THE POLICE OFFICER POSITION WITH THE CITY OF COVINGTON, KENTUCKY, I ACKNOWLEDGE, UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS CONDITIONED UPON MY PASSING EACH OF THE FOLLOWING AS THEY RELATE TO THE POSITION AS DETERMINED BY THE CITY OF COVINGTON, KENTUCKY AS THE EMPLOYING AGENCY.**

1. A BACKGROUND SECURITY INVESTIGATION ADMINISTERED BY THE CITY'S POLICE DEPARTMENT, INCLUDING FINGERPRINTS;
2. A POLYGRAPH TEST ADMINISTERED BY THE CITY'S QUALIFYING AGENT;
3. A PSYCHOLOGICAL/PSYCHIATRIC EVALUATION ADMINISTERED BY THE CITY'S QUALIFYING AGENT';
4. A PHYSICAL EXAMINATION, THE REQUIREMENTS OF WHICH ARE RELATED TO THE ESSENTIAL JOB FUNCTIONS CONTAINED IN THE JOB INFORMATION PACKET, INCLUDING A RUG TEST, AS ADMINISTERED BY THE CITY'S QUALIFYING AGENT;
5. A PHYSICAL FITNESS TEST, THE REQUIREMENTS OF WHICH ARE ATTACHED, ADMINISTRED BY THE CITY'S QUALIFYING AGENT.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_\_**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**PLEASE PRINT YOUR NAME:** \_\_\_\_\_

**PLEASE NOTE**

**A COPY OF YOUR HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE, AS WELL AS A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE, A COPY OF YOUR VALID STATE DRIVER'S LICENSE, AND A COPY OF FORM DD214 (SEPARATION FROM SERVICE), IF APPROPORATE, MUST BE PROVIDED IF SO REQUESTED, AFTER THE OFFER OF EMPLOYMENT IS MADE.**

---

**CONSENT, WAIVER AND AGREEMENT:**

I, THE UNDERSIGNED, \_\_\_\_\_,  
[PLEASE PRINT]  
DO HEREBY AND HEREIN, FREELY, VOLUNTARILY, AND OF MY OWN VOLITION,  
CONSENT AND AGREE TO THE HEREIN MENTIONED TESTS/EVALUATIONS AND  
HEREBY GIVE WAIVER, RELEASE AND AUTHORIZATION TO THE CITY OF  
COVINGTON, KENTUCKY, AND/OR ITS AUTHORIZED AGENTS, TO UTILIZE ANY AND  
ALL INFORMATION OBTAINED OF WHATSOEVER NATURE AND DESCRIPTION BY  
VIRTUE OF THE BACKGROUND SECURITY INVESTIGATION, INCLUDING  
FINGERPRINTS, POLYGRAPH TEST, PHYSICAL EXAMINATION, AGILITY TEST,  
PSYCHOLOGICAL/PSYCHIATRIC EVALUATION, AND DRUG TEST, IN DETERMINING  
MY CAPABILITY TO BE A POLICE OFFICER FOR THE CITY OF COVINGTON.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PLEASE PRINT NAME

**WITNESSES:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
[print name]

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
[print name]

**AUTHORIZATION TO RELEASE INFORMATION**

**I AM BEING CONSIDERED FOR EMPLOYMENT WITH THE CITY OF COVINGTON, KENTUCKY. I HEREBY AUTHORIZE RELEASE OR VERIFICATION OF INFORMATION TO A REPRESENTATIVE OF THE CITY OF COVINGTON FROM MY EMPLOYERS (INCLUDING \_\_\_\_\_ / EXCLUDING \_\_\_\_\_ PRESENT EMPLOYER) AND FROM EDUCATIONAL INSTITUTIONS FOR THE CITY'S USE IN DETERMINING MY QUALIFICATIONS FOR EMPLOYMENT.**

**THIS RELEASE APPLIES TO WORKER INFORMATION RELATED TO SALARY HISTORY, EMPLOYMENT DATES, POSITION HELD, DUTIES AND RESPONSIBILITIES, REASONS FOR LEAVING, AND ELIGIBILITY FOR REHIRE; AND TO EDUCATIONAL INFORMATION COVERING YEARS OF ATTENDANCE, DEGREE(S) OBTAINED, AND TRANSCRIPT.**

**I FURTHER RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE ABOVE INFORMATION. THIS RELEASE APPLIES TO PHOTOCOPIES OF THIS AUTHORIZATION TO RELEASE INFORMATION.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**APPLICANT NAME (PLEASE PRINT)**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

**THIS AUTHORIZATION TO RELEASE INFORMATION EXPIRES DECEMBER 31, 2005.**

\_\_\_\_\_  
**PLEASE INITIAL**

**EXCERPT FROM CITY OF COVINGTON  
CODE OF ORDINANCES, 1984 EDITION,  
AS AMENDED:**

**CHAPTER 33 POLICE AND FIRE DEPARTMENTS**

**33.06 REPAYMENT OF TRAINING COSTS.**

**ALL POLICE AND FIRE DEPARTMENT  
APPOINTEES, AS A CONDITION OF THEIR  
APPOINTMENT, MUST AGREE TO REIMBURSE  
THE CITY FOR THEIR TRAINING EXPENSES  
IF THEY LEAVE THE CITY WITHIN THREE  
YEARS AFTER THEIR APPOINTMENT DATE,  
AND BECOME EMPLOYED BY ANOTHER  
GOVERNMENTAL UNIT OR ENTITY AS A  
MEMBER OF THE SAME SERVICE FOR WHICH  
THEY WERE TRAINED BY THE CITY  
ACCORDING TO THE FOLLOWING SCHEDULE:**

**(A) IF [THE EMPLOYEE] REMAINS  
WITH THE CITY FOR MORE THAN THREE YEARS  
AFTER THE DATE OF EMPLOYMENT, THERE  
SHALL BE NO OBLIGATION OF REPAYMENT;**

**(B) IF [THE EMPLOYEE] LEAVES THE  
CITY AFTER THE SECOND ANNIVERSARY DATE  
OF [HIS/HER] SECOND YEAR, BUT PRIOR TO  
THE THIRD YEAR, [THE EMPLOYEE] SHALL  
REIMBURSE THE CITY \$1,500;**

**(C) IF [THE EMPLOYEE] LEAVES THE  
CITY AFTER THE FIRST ANNIVERSARY DATE  
BUT PRIOR TO HIS/HER SECOND YEAR, [THE  
EMPLOYEE] SHALL REIMBURSE THE CITY  
\$3,000;**

**(D) IF [THE EMPLOYEE] LEAVES THE  
CITY PRIOR TO HIS/HER FIRST ANNIVERSARY  
DATE, [THE EMPLOYEE] SHALL REIMBURSE THE  
CITY \$4,500.**

**(ORDINANCE 0-22-86, PASSED 4-15-86)**

**I CERTIFY THAT I HAVE READ THIS  
COPY OF CHAPTER 33.06 OF THE  
COVINGTON CODE AS PART OF THIS  
APPLICATION PROCESS AND  
ACKNOWLEDGE THAT IF I AM  
EMPLOYED BY THE CITY OF  
COVINGTON, I WILL BE SUBJECT TO  
THE PROVISIONS OF CHAPTER 33.06.**

---

**APPLICANT SIGNATURE**

---

**DATE**

**JOB INFORMATION PACKET**  
**COVINGTON, KENTUCKY POLICE DEPARTMENT**  
(PLEASE RETURN THESE PAGES WITH YOUR APPLICATION)  
Revised 05/04

**POSITION:** Police Officer  
City of Covington

**I. REQUIREMENTS/QUALIFICATIONS**

**Residency:** No

**Citizenship:** Must be a citizen of the United States

**Education:** Must have completed at least 30 credit hours at an accredited college or university with an average grade of "C" or above or 24 months of continuous active duty in regular military service with an honorable discharge or 5 years continuous employment as a municipal, county or state police officer. Able to read, write and understand the English language.

**Character:** No person shall be appointed a member of the Police Department unless s/he is a person of sobriety and integrity and is and has been an orderly, law-abiding citizen.

**Medical:** Candidates must pass a comprehensive medical assessment in addition to a drug screen.

**Age:** Not less than 21 years of age.

**Lateral Entry:** (1) Must be a Kentucky Law Enforcement Council Certified, or be able to obtain KLEC Certification and (2) currently employed full-time as a municipal, county, or state law enforcement officer or have recently been employed prior to application as a municipal, county or state law enforcement officer and (3) a minimum of two years experience can equate to probationary grade II, a minimum of five years experience can equate to probationary grade III, and (4) must be on the eligibility list for hire.

**Additional Tests:** Candidate must successfully complete the agility, psychological, polygraph, and background examinations, including fingerprints.

**Driver's License:** Must have a valid driver's license.

**Certification:** Successfully complete basic training course required for Kentucky Law Enforcement Council Certification.

**Kentucky Law Enforcement Foundation Program Fund (KLEFPF) Training:**

The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pays an annual incentive to police officers who graduate from the police academy. All officers are also required to attend and successfully complete 40 hours of approved in-service training per year to maintain the incentive. The Department also requires additional annual training in firearms and various other areas to maintain operational proficiency.

Upon employment, a police officer is considered a patrol person grade I until s/he has successfully completed his/her basic training assignment at the police academy, and the one year probationary period. During the on-the-job training with the Departmental Field Training Officer (FTO), the trainee will be evaluated continually, until recommended for advancement to patrol person grade II. The probationary period spans the time from the first day of employment until he individual becomes a fully-qualified patrol person grade II, but in no event less than one year.

**General Statement of Duties:** Police officers are responsible for the protection of life and property, the prevention of crimes and the preservation of peace and order within an assigned sector (geographical area). The police officer must patrol his/her sector while enforcing laws, ordinances and regulations; arresting violators; investigating accidents and complaints; securing evidence and performing any other duties as required.

**Essential Job Functions/Skills include:**

- Drive an automobile.
- Pass weapons qualifications annually, including accurate use of firearms (sidearms, shotguns), and disassemble, clean and reassemble weapons.
- Use and maintain other assigned equipment, including PR-24 baton, consistent with training provided by the City.
- Must be Kentucky Law Enforcement Council Certified during probationary period.
- Enforce laws and ordinances; issue citations.
- Orally interview and reassure complainants, victims, witnesses and suspects involved in crimes or accidents in a respectful manner.
- Serve warrants and make forcible arrests.
- Testify in court.
- Keep legible records and make legible reports.
- Control traffic and spectators at the scene of an emergency or crime or large gatherings.
- Respond to and investigate vehicular accidents.
- Assist in rescue operations and in rendering medical assistance at the scene of vehicular accidents and other emergencies, including administering first-aid.
- Pursue suspects while running and scaling obstacles.
- Perform vehicle, motorcycle, bicycle and/or foot patrol.

- Attainment of 30 credit hours at an accredited college or university with an average grade of “C” or above or 24 months of continuous active duty in regular military service with an honorable discharge or 5 years continuous employment as a municipal, county or state police officer.
- Able to read, write and understand the English language.
- Have the skill and ability to evaluate potentially volatile situations and to deal effectively with people.
- Follow orders and directives.
- Maintain familiarity with federal, state, and local laws and ordinances and Police Department rules, regulations, orders, policies and procedures.
- Maintain knowledge of geographic areas of the City and surrounding areas.

## **II. Application Process**

You must Return all pages of the application packet, releases, and information packet to complete the application process.

All applications must be returned to the Covington Human Resources Office, 638 Madison Avenue, Room 430, Covington, Kentucky 41011, by the announced deadline date. Applications submitted to the Human Resources Office after the deadline date will not be accepted. No one will be permitted to take the entrance exam if the above requirement is not met.

You may keep the Job Posting page which contains the test site/date information. If you would like a copy of the job application packet, please make a copy for yourself, but be sure to return pages 2-17 of this document.

The Covington Board of Examiners for Police and Fire conducts a written examination in combination with oral interviews to establish an eligibility list.

The hiring process for filling vacancies in the police department begins with the selection of a candidate in ranking order from the eligibility list in effect at the time of the opening. The eligibility list is valid for two (2) years or until exhausted whichever occurs first. The candidate will be contacted at this time. It is imperative that the candidate keep his/her address and telephone number updated with the Human Resources office.

## **III. Physical Agility and Fitness Assessment**

This assessment consists of a series of tests to measure a candidate’s strength, stamina, and physical ability in performing various police-related activities. The candidate must have the attached doctor’s release signed prior to attempting this endurance test. There will be no grades or points assigned for completion of the individual tests. Each test is either pass or fail and the candidate is required to successfully complete and pass all tests to pass this phase of the process. Note that some tests require completion within a time limit.

It is recommended that the candidate wear suitable clothing with appropriate footwear for running. It is advisable to practice and prepare for these assessments.

### **WHAT IS PHYSICAL FITNESS?**

Physical fitness is having the physical readiness to perform the strenuous and critical physical tasks of the job. The physical fitness areas that have been determined to be the underlying factors for your capabilities to do the job consist of six (6) specific and different areas.

1. *Aerobic power or cardiovascular endurance.* This is having an efficient heart and cardiovascular system so that you can perform physical tasks over a sustained period of time. It is an important area for performing job tasks such as making foot pursuits and long term use of force situations.
2. *Anaerobic power.* This is having the ability to make short intense bursts of effort. This is an important area for performing job tasks such as short sprint pursuit situations.
3. *Upper body absolute strength.* This is having the upper body strength to make maximal efforts against a resistance. This is important for performing physical tasks that require lifting, carrying and pushing.
4. *Upper body muscular endurance.* This is having the capability to make repeated muscular contractions with the upper body without getting fatigued. This is important for many uses of forced job tasks.
5. *Trunk or abdominal muscular endurance.* This is having the capability to make repeated muscular contractions with the abdominal area without getting fatigued. Your abdomen is the fulcrum of your body and is important in many tasks involving lifting, pulling and dragging.
6. *Leg explosive strength or power.* This is having the capability to jump with power. This is important for performing many tasks such as jumping over obstacles and running up and down stairs in pursuit situations.

### **WHY IS PHYSICAL FITNESS IMPORTANT?**

First, physical fitness is important because the five (5) physical fitness test areas determine an individual's capability to do strenuous job tasks. Physical fitness is a bona fide occupational qualification (BFOQ).

Secondly, physical fitness is important to minimize health risks for health problems such as heart disease, stroke and obesity – all of which can affect job performance capabilities.



The following precautions should be adhered to:

The candidate should not take a fitness test prior to beginning an exercise program. The candidate must have a medical approval before taking the fitness test. If the above is complied with, yet the candidate experiences extreme fatigue, shortness of breath, light-headedness, or nausea during the physical fitness test, the test will be stopped immediately.

### **HOW WILL PHYSICAL FITNESS BE MEASURED?**

There are five (5) physical fitness tests that will be given in one day as a battery of tests:

1. *One Repetition Maximum (RM) Bench Press*. This measures the absolute strength of the upper body. The test consists of lying on a bench and pushing up one time the equivalent of 64% of his/her body weight.
2. *One Minute Sit-Up Test*. This measures the abdominal or trunk muscular endurance. While lying on the ground, you will be required to perform 18 bent knee sit-ups in one (1) minute.
4. *300 Meter Run*. This measures anaerobic power or the ability to make an intense burst of effort for a short time period or distance. The test consists of sprinting 300 meters in 65 seconds or less.
5. *Maximum Push-Up Test*. This measures the muscular endurance of the upper body. The test consists of doing 20 consecutive push-ups from a horizontal position.
5. *1.5 Mile Run*. This measures aerobic power or cardiovascular endurance (the ability to have stamina over time). The test consists of running/walking the distance of 1.5 miles in 17:12 or less.

### **IV. POLICE CANDIDATE ASSESSMENT PROCESS.**

The first step in this assessment process is that all candidates shall complete a personal history questionnaire as a supplement to the original application. The background investigation process will not start until the questionnaire in its entirety is completed by the candidate and returned within the time required.

Each phase of this segment of the evaluation process is PASS/FAIL.

#### **Background Investigation and Polygraph Evaluation:**

Following completion of the personal history questionnaire, all candidates will be scheduled for a comprehensive background investigation including, but not limited to, a polygraph test, fingerprinting, and in-home interview. Investigators will also check

personal references, criminal history, employment records, and other background information for which releases are required. Investigations shall be conducted by investigators in accordance with the standards set forth herein.

Candidates will be evaluated based on the information gathered from the background investigation. This information will be held in strict confidence and will not be released. This information will be used exclusively to aid in the selection of police officer appointments.

*Psychological Assessment:*

The purpose of a psychological assessment is to determine whether the candidate has the personality characteristics necessary to become a good police officer.

*Medical Assessment:*

This comprehensive medical assessment, including a drug test, will be performed by the City's qualifying physician to determine capability to perform the essential job functions as determined by the City.

**RACE AND NATIONAL ORIGIN IDENTIFICATION**

(Please read Statement and Instructions before completing form.)

**STATEMENT:**

You are requested to **VOLUNTARILY** furnish this information to help ensure that the City of Covington's employment practices are free from discrimination. This information will be used in planning and monitoring equal employment opportunity programs.

Again, be advised that providing this information is **VOLUNTARY**—failure to provide same will have no effect on your capability to become employed. However, if the information is not provided, this agency will attempt to identify your race and national origin by visual perception.

Male ( ) Female ( )	Name	SS Number	Birthdate (Mo./Year)
Position Police Officer 2004			

**SPECIFIC INSTRUCTIONS:**

The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most clearly identify. Place a check mark next to the appropriate category. **MARK ONLY ONE CATEGORY!**

NAME OF CATEGORY	DEFINITION OF CATEGORY
A ___ American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through community recognition or tribal affiliation.
B ___ Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C ___ Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins (see Hispanic).
D ___ Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American or other origins. Does not include persons of Portuguese culture or origin.
E ___ White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.